



Ed-ID: Student Management



Ed-ID

This guide provides information on how to manage student identities. Please review the [Ed-ID Policy and Overview](#) document for important information on the Ed-ID platform.

Ed-ID for Students

The new Ed-ID portal will assign a unique, nine-digit ID for a student. The Ed-ID will be assigned randomly rather than being assigned by the school, which utilized the next available number for that school. Also known as the student test number (STN), the Ed-ID serves as a unique identifier for a child or student throughout their educational experience in Indiana. The Ed-ID for students is the mechanism used to provide a unique identifier for state and federal reporting as outlined in IC 20-19-3-9.4.

When an Ed-ID is used:

- Identifies all students and staff for state and federal reporting.
- Used as a unique identifier in data shares with other state agencies.
- Used as a unique identifier with assessment vendors.
- Identifies staff for the purposes of state licensing.
- Can be used as unique identifiers in a local entity's own systems.
- Additional uses permitted or required by state or federal law.

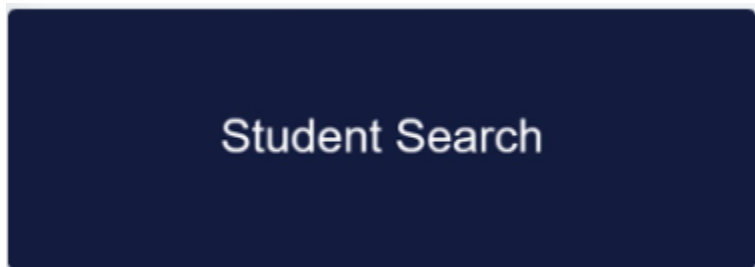
General Instructions

- An Ed-ID for students or STN is to be assigned to a student once and remain with the student throughout their educational experience.
- Newly enrolled students:
 - Always perform a lookup for new students (includes pre-K and kindergarten students).
- Look up student Ed-IDs when:

- new students are enrolling and may not have an Ed-ID assigned.
 - changes or updates are needed to the existing student record.
- Report the student's legal name as it appears on the birth certificate, court documents, or a similar legal document that serves as proof of identity for enrollment.
- Report the student's ethnicity and race as provided on the Collecting Racial and Ethnic Data form.
- Report the student's gender; either birth gender or identified gender.
- Report the student's date of birth (DOB).
- Report the student's language as provided on the Home Language Survey (HLS).
- An Ed-ID must exist in order to provide student enrollment via Data Exchange.
- Individuals in protective custody: STNs and SPNs may be suppressed for children or staff when necessary to protect them. These cases are rare. Please complete a support ticket for these instances and an IDOE state reporting representative will assist.

Student Search

An Ed-ID for students is to be assigned to a student once and remain with the student throughout their educational experience. A best practice is to always use the lookup/search function before requesting a new ID be created.



- **Newly enrolled students: Always** perform a lookup for new students (includes pre-K and kindergarten students).
- If an Ed-ID for the student already exists, use this existing STN.
- Less is more. It is suggested that your first search contains only the First Name and DOB. Then add additional fields such as Last Surname, Middle Name, Suffix. Race and Sex should be only entered to narrow the results.
- A student lookup **does not require** all demographic information to be entered in order to find someone. However, student required fields are STN or First Name.
- Check all documentation provided for the student for name changes, adoptions, or an incorrect DOB against potential matches presented after utilizing the lookup/search to ensure a new STN is not created.

IDOE has established the following definitions that apply to these processes:

- No match – any unique ID scoring less than 90% against the search query (name, DOB, etc.) entered by the user.
- Potential match – any unique ID scoring more than 90% against the search query entered by the user.

Search functionality may be available via these methods:

- The Student Search button via the Ed-ID portal
- Your student information system's (SIS') interface (check with your SIS vendor. This functionality may be offered as soon as the 2023-2024 school year)
- The Application Programming Interface (API) for identities

Search Parameters

Search Parameters

Student Test Number

E58616013

First Name

Middle Name

Last Surname

Name Suffix

Birth Date

yyyy-mm-dd

Language Code

Select a Language Code

Race

Select a Race

Sex

Select a Sex

- **STN**
- **First Name** - This is a legal birth name from a birth certificate or legal documentation. Do not report a nickname or name the student or family prefers.
- **Middle Name**
- **Last Surname** - This is a legal birth name from a birth certificate or legal documentation. Do not report a nickname or name the student or family prefers.
- **Name Suffix** - Only enter data here, such as Jr. II, III, if this is part of their legal name. Otherwise, leave this field blank
- **Birth Date** - Enter as provided by a students' birth certificate, written with the year first as "YYYY - MM-DD." The birth date has the year listed first within Ed-ID because it assists with the sorting and search.
Note: Be careful when entering data from non-US birth certificates, as the month and day are commonly written as day/month.
- **Language Code** - Report the language of the student as determined from the student's original [HLS \(in English\)](#). The HLS is available [in Spanish here](#).

Burmese: 110

English: 211

French: 250

Spanish: 835

Mandarin (All variants): 600

A complete list of Language Codes are found on the DEX Knowledge Hub Student Page on the [Student Code Values](#) sheet.

- **Race** - This data should be collected in accordance with the [“Collecting Racial and Ethnic Data” form, Part 2](#). A more comprehensive guide for connecting geographic/national origin with a race can be found [here](#).

American Indian - Alaskan Native

Asian

Black - African American

Hispanic Ethnicity and of any race

Multiracial (two or more races)

Native Hawaiian - Pacific Islander

White

Unknown**

** Students in K-12 are required to have a race

- **Sex** - Enter the student's sex. This doesn't impact the matching score much as you cannot determine an identity based on the sex alone.

Female

Male

Unknown**

** Students in K-12 are required to have a sex

Search Tips

- Search to compare the name and DOB of an individual to the state's list of Ed-IDs.
- A student lookup does not require all demographic information to be entered in order to find a student.
- Check all documentation provided for the student for name changes, adoptions, or an incorrect DOB to ensure a new Ed-ID is not created.

After you perform a search, you should be able to review the potential matches for the student. If, after reviewing all of the potential matches, you determine that no match is presented, you may click on the New Create Request button.

Student Management

Student Management

The Student Management screen allows you to perform all actions that are needed to maintain an Ed-ID for a student.

New Create Request

New Create Request

Complete all required fields and then click Submit. If there are no potential matches above 90%, then the request will be automatically approved. The system will compare against the state database to ensure there is no existing unique ID.

- If no matches are found, the system will randomly generate a new Ed-ID and return it to the school user.
- If there are several potential matches, the request will be electronically routed to the appropriate Identities Approver at IDOE, FSSA, or other state agency for human review. The Identities Approver may reach out to the local for additional information or documentation.

Submission Notes:

It is required to enter information in the Submission notes field for IDOE. Suggestions include:

- Short note about the student: New kindergarten student, transfer from Indiana school, transfer in from out of state, etc.
- Short note about you: Your name, email address and/or phone number.
- Short note about why this student may be different from a student that appears in the search with a match over 90%.

New Update Request

New Update Request

The update request is used for reporting name changes, correcting or updating data on date of birth and gender that was reported incorrectly or changing on existing students. Enter the STN and then click the load student data button.

The following updates do not require an approval:

- Adding data for a field that was previously blank.
- Adding a middle name or updating a middle name from the initial to a full middle name.
- Language code changes from English (211) to any other non-English language.
- Language code changes from one non-English language to another non-English language.

Status Info

Allows you to request that an Ed-ID be Inactive. If you select Inactive, you must identify the inactive reason.

- Deceased - Only used in severe tragedies. Deceased students should have their Ed-ID inactivated at the time of tragedy. The STN will still be able to be reported to Data Exchange to complete the school year reporting requirements.
- Merged - Do **not** use this for requesting merges.
- Reported in Error - Used rarely and generally, when an ID is found that should not have been created. Please make sure to include a submission note as to why this occurred.

Submission Notes:

It is required to enter information in the Submission notes field for IDOE. Suggestions include:

- Short note about the change: Updating name to match birth certificate, adding a middle name, previously mis-typed wrong DOB, etc.
- Short note about any status change to Inactive. If Reported in Error, include a note as to why this occurred.
- Short note about you: Your name, email address and/or phone number.

New Merge Request

New Merge Request

Allows you to request that two STNs be merged. When you identify that an individual is associated with two unique IDs, you may submit a merge request through the Ed-ID portal. The request will be electronically routed to the appropriate Identities Approver at IDOE, FSSA, or other state agency for human review. IDOE will make the final determination for most merge requests.

- Source Student Test Number - This is the Ed-ID that you are requesting to be removed.
- Target Student Test Number - This is the Ed-ID that you believe should be kept.

The screenshot shows the 'Student Merge Request' form. At the top right is a breadcrumb trail: 'Dashboard / Student / Merge Request'. The form is divided into two main columns. The left column is for the 'Source Student Test Number *' and the right column is for the 'Target Student Test Number *'. Each column has a text input field and a 'Load Details' button. Below these are three rows of text input fields for 'First Name', 'Middle Name', and 'Last Surname'. At the bottom of each column is a 'Name Suffix' label. The form has a light blue header and footer.

Submission Notes:

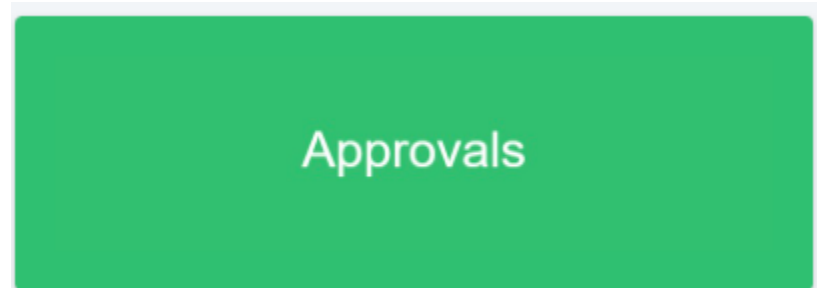
It is required to enter information in the Submission notes field for IDOE. Suggestions include:

- Short note about why you are recommending the target STN be kept: Has previous assessment data, has IEP, etc.
- Short note about you: Your name, email address and/or phone number.

An IDOE staff member may reach out to you by email or phone for additional information or documentation.

Approvals - State Staff Only

The approvals area is only used by state staff to review any pending creates, updates, or merge requests that have been entered and require approval by a state representative. Schools can view the status of these requests under the Student Management Section, above.



State approvals are for the following situations:

Student Create:

- A near match was found based upon the data submitted.

Student Update:

- First Name was changed.
- Last Name was changed.
- Middle Name was changed.
- Name Suffix was changed.
- Race was changed.
- Sex was changed.
- Birth Date was changed.
- Language Code was changed from a value other than English to English.

Bulk Submissions (Coming Soon!)

This area allows you to upload csv files containing multiple students for Create and Updates. This will be useful when a significant number of changes are needed, such as kindergarten roundup.



Bulk Submissions

The following documents are posted online at <https://www.in.gov/doi/it/state-ed-id-portal/>

- Student Create via Upload
- Student Update via Upload
- Student Merge via Upload

References

- [Request Help](#): Ticketing system link where you can submit issues and concerns. This link should NOT be used to submit a request to create a new Ed-ID or to update an existing Ed-ID. All requests for an Ed-ID or update to an Ed-ID are to be submitted via the Ed-ID portal.

Data Exchange Resources

- [Collecting Racial and Ethnic Data](#)
 - [Collecting Racial and Ethnic Data - Spanish Version](#)
 - [Determining Race and Ethnicity](#)
 - [Determining Student's Legal Name](#)
 - [Home Language Survey Form](#)
 - [Home Language Survey Form - Spanish Version](#)
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